

## FOR EDUCATORS

# Tips for Makeup AP Exams

On May 27, AP coordinators will see an indicator in AP Registration and Ordering that identifies which students are eligible to sit for a makeup exam. Eligible students include those who did not sit for an exam during the primary May 11–22 testing window and those who have requested and been approved to take a makeup exam.

To be approved for a makeup exam, a student had to complete a makeup request form. The form required that students submit identifying information and select an approved reason from a drop down list. If we're unable to reconcile a student's identity from the information they provided in the request form, we will ask the student to provide more information in a new form.

A "Standard" exam order is noted for students who completed exams during the primary testing window and aren't scheduled for makeup exams.

A "Late" exam order is noted for students who are scheduled for makeup exams because: they requested a makeup exam, there was a problem with their exam submission, or they didn't take the AP Exam during the primary testing window. These students will receive an email on May 28 confirming their registration for the makeup test and will automatically receive a makeup exam e-ticket.

Please note: Students who attempted to use the backup email submission option in the second week of AP Exams but submitted invalid file types or did not attach files are now in the "Late" category and will receive an email on May 28 notifying them that they have been registered for the makeup test.

To help ensure that your students are ready for test day, review our next steps below. For more information, [visit our educator FAQ](#).

AP Registration and Ordering							Home	Courses	Students	Orders	Packing List & Invoice	Settings
Courses	Exam Date	Order Exam?	Teachers	AP Fee Status	SSD Materials							
SSD ID ?	Order Status	Fees										
<a href="#">Download Student Roster</a>							<input type="text" value="Search by AP ID or Last Name"/>					
Student Name	Course Name	Exam Date	Order Exam?	AP Fee Status								
Andrews, Anne	AP Comparative Government and...	Standard 5/22 12 PM	Yes	Standard	Actions							
	AP United States Government an...	Late 6/1 12 PM	Yes	Standard	Actions							
Chambers, Diane	AP Biology	Standard 5/18 2 PM	Yes	Reduced	Actions							

## 1. MAKE SURE STUDENTS CHECK THEIR MAKEUP EXAM SCHEDULE

- Makeup exams take place June 1–5. The full schedule is available [here](#).
- If students have two exams at the same time, starting June 1, they can request to take one of them during June 22–30 [exception testing](#).

## 2. HELP STUDENTS LOCATE THEIR E-TICKET

- Students' e-tickets will be emailed to them 2 days before each exam they're taking. [Students can confirm their email address here](#).
- The e-ticket will include the student's AP ID.
- The e-ticket will include the exam start time in EST. Make sure students know what time the exam starts in their respective time zone.
- [Learn more, and view a sample e-ticket](#).

## 3. MAKE SURE STUDENTS REVIEW THE EXAM DAY EXPERIENCE

If students are not familiar with the exam day experience, they should:

- [Start by taking a video tour](#) of the online exams.
- [Review the ways to submit](#) exam responses.
- [Launch an interactive exam demo](#) and practice submitting online.

## 4. HAVE STUDENTS COMPLETE THE EXAM DAY CHECKLIST

On exam day, students should have a copy of their exam day checklist readily available. Starting now, students should:

- [Review the exam day checklist now](#).
- [Download required exam documents](#).
- [Review course-specific info](#): reference sheets, keyboard guides, and more.

## 5. HELP STUDENTS CHECK THEIR TECH

- Students should review these [troubleshooting tips](#) ahead of test day to make sure that they are ready to go.

## 6. REMIND STUDENTS ABOUT THE BACKUP SUBMISSION PROCESS.

- Although the majority of students have successfully submitted their exams, we have instituted a backup email submission process for browser-based exams. This option will ONLY be available for students who were not able to submit in the standard process—and they must then email their responses immediately following their exam.
- These students will see instructions about how to email their response on the page that says, "We Did Not Receive Your Response." The email address that appears on this page will be unique to each student and exam question. Email submissions are not available for AP Chinese, French, Italian, German, Japanese, or Spanish Language and Culture Exams.

## 7. MAKE SURE STUDENTS CHECK IN 30 MINUTES EARLY ON EXAM DAY.

- Students should use their e-ticket to check in to their online exam 30 minutes before start time and have their [exam day checklist](#) ready.

*Please note that AP Chinese, French, Italian, German, Japanese, or Spanish Language and Culture Exams require that a student download the AP World Languages App. Students should review the exam walk-through video and tech requirements for those exams on [our website](#).*

For more information about makeup testing, visit [cb.org/apschedule2020](https://collegeboard.org/apschedule2020)